

**CITY OF WESTMINSTER**  
PLANNING DIVISION  
8200 WESTMINSTER BLVD.  
WESTMINSTER, CA 92683  
714-898-3311, extension 255  
[www.ci.westminster.ca.us](http://www.ci.westminster.ca.us)



## **SUBMITTAL CHECKLIST**

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- ☐ Planning and zoning application
- ☐ Detailed project description
- ☐ Architectural Plans – All plans must be folded following the City’s standard fold instructions (see attached). Rolled plans will not be accepted.
- ☐ Number of plan sets required
  - 12 full-size sets (24" X 36") are required for conditional use permits, variances, site plans, design review, lot line adjustments, administrative site plans, tentative tract maps, administrative adjustments, minor modifications, and tentative parcel maps.
  - 12 reduced-size sets (11" X 17") are required for conditional use permits, variances, site plans, design review, lot line adjustments, administrative site plans, tentative tract maps, administrative adjustments, minor modifications, and tentative parcel maps.
- ☐ Site plan, which includes the following
  - A tabular legend showing the following information (if applicable):
    - Address;
    - Zoning;
    - Current use of the site and adjacent properties;
    - Building setbacks;
    - A calculation of the number of parking spaces required and provided;
    - The total area (in square feet) of the project site;
    - The area of the site to be covered by buildings and paved surfaces;
    - The total area (percentage) of existing landscaping and proposed landscaping;
    - Floor area ratio for commercial developments;
    - Total common driveway area (in square feet) for residential developments;
    - Allowable and proposed densities for residential projects;
    - The total open space areas (in square feet) for residential developments; and
    - The total number of proposed dwelling units and existing units that will remain, listed by number of bedrooms.
  - Accurate property lines that are fully dimensioned
  - A north arrow
  - Accurate scale of drawings
  - The building footprint clearly outlined, including any 2<sup>nd</sup> floor cantilever or overhang
  - All proposed improvements and existing improvements, which will be retained
  - Dimensions of parking spaces, drive aisles, backup spaces, handicap accessible spaces, turning radii, wheel stops, parking striping, and flow of traffic noted by arrows
  - Access and circulation of pedestrians and vehicles
  - Adjacent properties with setback dimensions, building footprints, and labeled as one or two-story structures

- Building setbacks to 1<sup>st</sup> and 2<sup>nd</sup> floor
  - Building separation dimensions
  - Existing and proposed utility structures (i.e., a/c units, cable, utility or telephone poles)
  - Existing and proposed public improvements to centerline of street and curb
  - Location, name, and width (including required widening of adjacent street)
  - Locations of signs
  - Existing and proposed fences, walls, or gates and height and materials identified
  - Existing and proposed landscaped areas
  - Driveway width dimensioned
  - Existing and proposed public and private easements
  - Parkway
  - Private street or alleys
  - Existing and proposed street lights
  - Open space areas both private and common
  - Phasing plan (for those projects that involve phased development)
- ❑ Floor plan, which includes the following
- Dimensioned floor plan drawn to scale, including the location and size of rooms, walkways, and other internal features
  - Use (including walkways and other internal features) and size of rooms and common areas in square feet labeled on the plans
  - Identify fixtures (e.g., toilets, sinks, tables, chairs, etc.)
  - Distinguish new walls, existing walls to remain, and existing walls to be demolished
- ❑ Building elevations, which includes the following
- A legend of materials, colors, and design features keyed to elevations
  - The building length and height dimensioned and drawn to scale
  - Gutters and down spouts
  - Window trims and door moldings
  - The exterior wall finish identified
  - Details including screening materials for trash enclosures
  - Details including screening materials for utilities
  - Aluminum and flashing finishes, cornices, eaves, corbels, columns, chimney, awning, and other exterior architectural features
  - Balconies and patios
  - Window recessing
  - Colored catalog cut sheets provided for the following items: windows, doors, garage doors, exterior lighting fixtures, and roofing materials
- ❑ Roof plan
- Depth of eaves
  - The existing and proposed roof design
  - Roof pitch
  - Height of parapets
  - Locations of proposed and existing rooftop equipment
- ❑ Landscape plan
- Hydrozone designations identified
  - Landscape materials and symbols identified

- Property lines, building footprints, paved areas and paving materials
  - Natural and geological features
  - Tree staking and planting details and soils information
  - Total landscape area in square feet and as a percentage of the site area
  - The location and size of proposed trees, major shrubs and groundcover
  - Significant vegetation to be retained or removed (if any)
  - A plant legend describing plant characteristics for each symbol (where trees or shrubs have significantly different characteristics, different symbols shall be used)
  - The location, height, materials, and design of site improvements such as fences, retaining walls, special paving and lights
  - Cross sections and/or elevations showing relationships between planting design and site improvements (sections shall show existing and proposed grades)
  - Hardscaped areas identified
- ❑ Tentative Parcel Map / Tentative Tract Map prepared in accordance with Chapter 16 of the Westminster Municipal Code
    - At the time of filing a tentative tract map for approval, the subdivider shall, as a part of such filing indicate whether the subdivider desires to dedicate property for park and recreational purposes or wishes to pay a fee in lieu thereof. If the subdivider desires to dedicate land for park and recreational purposes, the subdivider shall designate the area on the tentative map it submits
- ❑ Sample materials and colors board shall include the manufacturer's names and numbers, keyed to the plans. Material boards shall be no greater than 24" X 32"
  - ❑ Colored site plan and building elevations of size 8 ½" X 11" is required for all Planning Commission hearing items that involve new construction
  - ❑ Digital copy of plans
  - ❑ Public hearing notification package
  - ❑ Environmental Review Documents
  - ❑ National Pollution Discharge Environmental Standards Questionnaire
  - ❑ Orange County Fire Authority Planning and Development Service Request
  - ❑ Orange County Fire Authority Plan Review Submittal Criteria Form
  - ❑ Preliminary Title Report
  - ❑ Hazardous Waste and Substances Statement
  - ❑ Affidavit for Conditional Use Permits (for Alcohol Sales Only)
  - ❑ \$50.00 check made payable to the County of Orange



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PROJECT CASE NO.

HDL PERMIT NO.

## PLANNING AND ZONING APPLICATION

### PROPERTY INFORMATION

ADDRESS/LOCATION	ASSESSOR'S PARCEL NUMBER (APN)	ZONING DISTRICT
GENERAL PLAN DESIGNATION	LEGAL DESCRIPTION	

### BRIEF PROJECT DESCRIPTION


### CHECK ALL APPLICABLE REQUESTS

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> GENERAL PLAN AMENDMENT | <input type="checkbox"/> VARIANCE [PC / AVC (CIRCLE ONE)]           | <input type="checkbox"/> ADMINISTRATIVE ADJUSTMENT |
| <input type="checkbox"/> ZONE CHANGE            | <input type="checkbox"/> CONDITIONAL USE PERMIT                     | <input type="checkbox"/> ZONING REVIEW             |
| <input type="checkbox"/> TENTATIVE TRACT MAP    | <input type="checkbox"/> SITE PLAN REVIEW                           | <input type="checkbox"/> LOT LINE ADJUSTMENT       |
| <input type="checkbox"/> TENTATIVE PARCEL MAP   | <input type="checkbox"/> DESIGN REVIEW [LVL 1 / 2 / 3 (CIRCLE ONE)] | <input type="checkbox"/> SIGN PROGRAM              |

### APPLICANT INFORMATION

### PROPERTY OWNER INFORMATION

APPLICANT NAME			PROPERTY OWNER NAME		
APPLICANT ADDRESS			PROPERTY OWNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	FAX		PHONE	FAX	
MOBILE	E-MAIL		MOBILE	E-MAIL	

### AUTHORIZED AGENT (if different from above)

### ARCHITECT/DESIGNER

AUTHORIZED AGENT NAME			ARCHITECT/DESIGNER NAME		
AUTHORIZED AGENT ADDRESS			ARCHITECT/DESIGNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	FAX		PHONE	FAX	
MOBILE	E-MAIL		MOBILE	E-MAIL	

### PROPERTY OWNER AFFIDAVIT

**Property Owner Consent** — I depose and declare that I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application. I hereby grant permission to access the property to individuals involved in the processing of the subject application(s).

X

Property Owner Signature

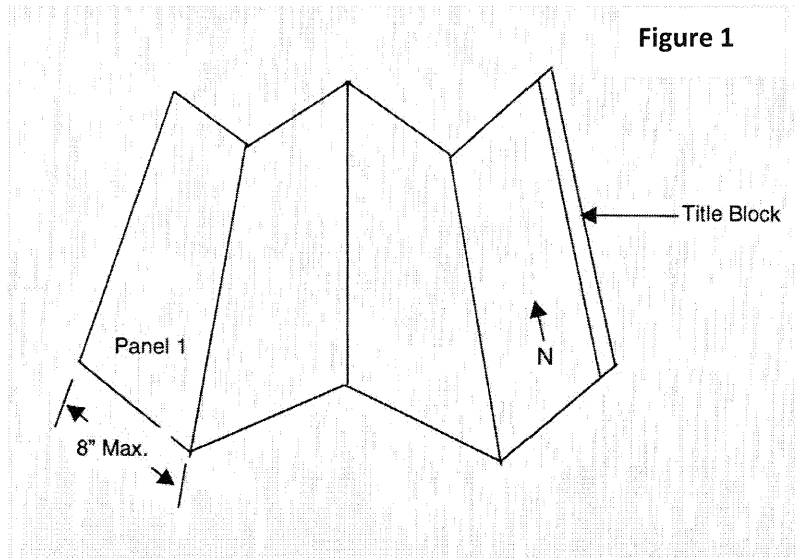
Date



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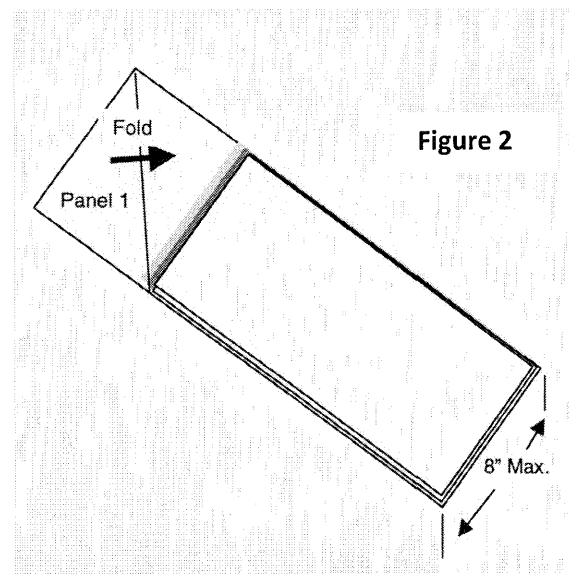
## **STANDARD FOLD**



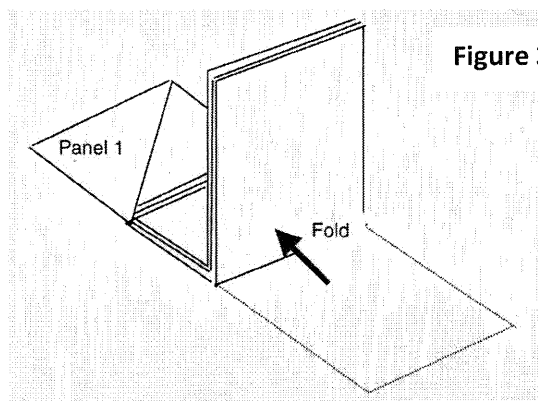
**Figure 1**

**FIGURE 1:** Accordion-fold the plans, with no panel greater than 8 inches in width. For multi-sheet plan sets, fold all sheets **together, not separately.**

**FIGURE 2:** Starting at the upper left hand corner of the folded plans, bring corners of all panels except Panel 1 over to the right side of plans, forming a 45 degree angel fold, as shown.



**Figure 2**



**Figure 3**

**FIGURE 3:** Bring up the bottom of plans and fold over as shown. Leave about 2 inches at the top of Panel 1 exposed. Length of the folded plan set should not exceed 14 inches, maximum. For extra long plans, it will be necessary to make two folds to stay within the 14-inch maximum length.



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## **PUBLIC HEARING NOTIFICATION PACKAGE**

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The following material must be submitted by the applicant or an agent authorized by the applicant as a part of any application for which a public hearing is required:

1. One (1) copy of an ownership map, drawn to scale, showing all existing streets, alleys, and lot lines of all properties located within 500 feet of the exterior boundaries of the subject property. All properties circumscribed by the 500-foot radius shall be identified by a consecutive numbering system (**see attached sample**). We suggest that the Assessor's parcel maps be used as a basis for preparing the ownership map.
2. One (1) copy of an ownership list showing all owners (including mailing address) of all properties identified on the ownership map. Number the list to match the ownership map. The list must be prepared from the latest available assessment roll at the Orange County Assessor's Office, 625 N. Ross Street, Santa Ana, CA (**see attached sample**).

If any portion of a mobilehome park falls within the limits of the prescribed radius, the ownership list shall also include the addresses of all occupants of the mobilehome park whose mobilehomes are within the radius.

3. A completed and notarized ownership list certification form.
4. Two (2) sets of typed self-addressed labels of all individuals shown on the ownership list. Mobilehome occupant labels may be addressed to "Occupant".



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## OWNERSHIP LISTING SERVICES

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To assist applicants who need to submit the names and addresses of surrounding property owners, we have compiled a list of persons or businesses that perform the service for a fee. The City does not endorse these individuals in any way. From time to time, as we hear of other services of this nature, we will add them to the list.

Susan W. Case  
917 Glenneyre St. Suite &  
Laguna Beach, CA 92651  
Tel: (949) 494-6105  
Fax: (949) 494-7418

Donna Scales  
684 S. Gentry Lane  
Anaheim, CA 92807  
Tel: (714) 921-2921  
Fax: (714) 921-2921  
Pager: (714) 804-6108

Radius Maps/Bonnie Perkins  
7901 La Carta Circle  
Buena Park, CA 90620  
Tel: (888) 272-3487  
Fax: (714) 739-1212

Dependable Business Services, Inc.  
Dennis Stout  
Tel: (714) 744-2845  
Fax: (714) 744-5123

Foothill Project Management  
117 ½ 28<sup>th</sup> Street  
Newport Beach, CA 92660  
Tel: (949) 673-3565  
Fax: (949) 434-9228

Alcoholic Beverage Licensing Company  
8530 Wilshire Blvd. #404  
Beverly Hills, CA 90211-3127  
Tel: (310) 854-5386

Mailing Pros, Inc. / Chris West  
15564 Producer Lane  
Huntington Beach, CA. 92649  
Tel: (714) 892-7251  
[mpi@mailingprosinc.com](mailto:mpi@mailingprosinc.com)

Szeto, Tran + Associates  
2714 Stingle Ave.  
Rosemead, CA 91770  
Tel: (626) 512-5050  
Fax: (323) 838-0515

Advanced Listing Services  
P.O. Box 2593  
Capistrano Beach, CA 92624  
Tel: (949) 361-3921  
Fax: (949) 361-3923  
[Denise@AdvancedListing.com](mailto:Denise@AdvancedListing.com)

NotificationMaps.com  
23412 Moulton Parkway, Suite 140  
Laguna Hills, CA 92653  
Tel: (866) PLANCOM (752-6266)  
[www.notificationmaps.com](http://www.notificationmaps.com)

T-Square Mapping Service/Darla Hammond  
969 So. Raymond Ave.  
Pasadena, CA 91105  
Tel: (626) 403-1803  
Fax: (626) 403-2972

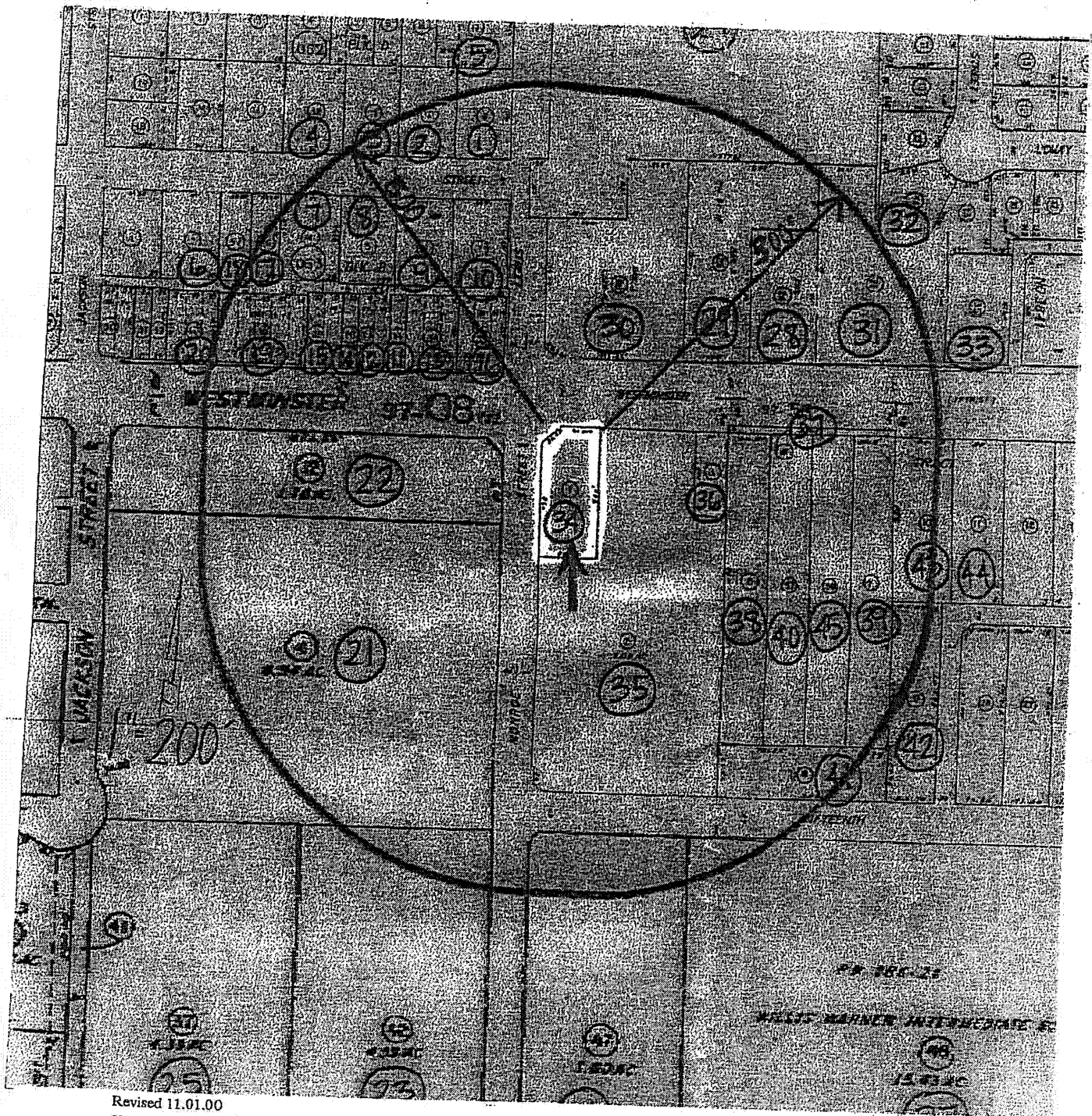
Steven Harvey  
Property Profilers  
Tel: (714) 891-2861  
[www.propertyprofilers.net](http://www.propertyprofilers.net)

Cathy McDermott  
Ownership Listing Service  
P.O. Box 890684  
Temecula, CA 92589-0684  
Tel: 951-699-8064  
Fax: 951-699-8064

## SAMPLE OWNERSHIP MAP

Note: The consecutive numbers are to match the numbers that you assign to the names on the list of property owners.

Please provide the scale and date.





Case No. \_\_\_\_\_

(Print or Type Name)

City, State, Zip Code

STATE OF CALIFORNIA                    )  
  )SS  
COUNTY OF                                )

On \_\_\_\_\_ before me, \_\_\_\_\_  
Date Insert Name and Title of the Officer  
personally appeared \_\_\_\_\_

Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

(Seal)

Signature

Name (Typed or printed) Notary Public in and for said State



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## **HAZARDOUS WASTE AND SUBSTANCES STATEMENT**

Pursuant to California Government Code Section 65962.5(f), before the City accepts as complete an application for any development project which will be used by any person, the applicant shall consult the following:

- 1) State's lists of hazardous waste facilities subject to corrective action,
- 2) land designated as hazardous waste property or border zone property,
- 3) hazardous waste disposals on public land,
- 4) sites listed pursuant to Section 25356 of the Health and Safety Code,
- 5) sites included in the Abandoned Site Assessment Program,
- 6) underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code,
- 7) solid waste disposal facilities from which there is a migration of hazardous waste and for which a California regional water quality control board has notified the Department of Toxic Substances Control,
- 8) sites subject to cease and desist orders pursuant to Section 13301 of the Water Code and cleanup or abatement orders issued pursuant to Section 13304 of the Water Code,
- 9) that concern the discharge of wastes that are hazardous materials,
- 10) and solid waste disposal facilities from which there is a known migration of hazardous waste [compiles per Government Code Sections 65962.5(a)(b)(c)(d) and available from the California Secretary for Environmental Protection per Government Code Section 65962.5(e)]

and shall submit a signed statement to the City indicating whether the project and any alternatives are located on a site that is included on any of the lists compiled pursuant to this section and shall specify any list. If the site is included on a list, and the list is not specified on the statement, the City shall notify the applicant pursuant to Section 65943.

Circle One

❖ Are the development project and any alternatives proposed in this application, contained on the lists compiled pursuant to Section 65962.5 of the California Government Code?

Yes

No

If yes then, accordingly, the project applicant is required to submit a signed statement that contains the following information.

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address of site (street name and number if available, and ZIP code): \_\_\_\_\_

Local agency (city/county): \_\_\_\_\_

Assessor's book, page, and parcel number: \_\_\_\_\_

Specify any list pursuant to Section 65962.5 of the Government Code: \_\_\_\_\_

Regulatory identification number: \_\_\_\_\_

Date of list: \_\_\_\_\_

Signature of Applicant(s)

Date



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## **NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEMS QUESTIONNAIRE**

The purpose of this questionnaire is to assess the potential environmental conditions and impacts of the proposed project as required by the California Environmental Quality Act (CEQA) and the National Pollution Discharge Environmental Standards.

<b>ANSWER THE FOLLOWING QUESTIONS:</b>	<b>YES</b>	<b>NO</b>
Could the project change the pattern, scale or character of the general area surrounding the project?		
Could the project increase the amount of solid waste or litter generation?		
Could the project increase dust, ash, smoke, fumes, or odors in the vicinity?		
Could the project change stream or ground quality or quantity, or alter existing drainage patterns?		
Would there be a need for disposal of potentially hazardous materials such as toxic substances, flammable or explosives?		
Would there be any change in existing noise vibration levels in the vicinity?		
Could the project cause an increase in fossil fuel consumption (electricity, oil, natural gas, etc.)?		
Is the project related to a larger project or series of projects?		

**Signature of Applicant(s)**

**Date**



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## **DEVELOPMENT FEE SCHEDULE**

### **PLANNING DIVISION**

<b>DESCRIPTION</b>	<b>FEE</b>
Annexation	\$10,000.00
Appeal to CC - rehearing only	\$1,990.00
Appeal to PC	\$395.00
Administrative Adjustment	\$965.00
Area Variance Committee	\$1,280.00
Area Variance	\$1,630.00
Certificate of Compliance	\$1,610.00
Condominium Conversion	\$4,360.00
Conditional Use Permit	\$2,875.00
Conditional Use Permit (with other hearing)	\$1,655.00
Design Review - Administrative	\$925.00
Design Review - Planning Commission	\$1,625.00
Development agreement review	\$7,500 (deposit)
Development agreement extension review	\$330 per application
Environmental -Exempt	\$70.00
Environmental -Negative Declaration/EIR	cost of consultant
Environmental -Negative Declaration /EIR admi. Fees	25% of staff time
General Plan Maintenance	6.5% of all permit fees
General Plan Amendments	\$3,830.00
General Plan Amendments w/others	\$1,400.00
Hold as one	\$680.00
Landscape Plan Check	cost of consultant
Landscape Plan Check -admi. Fees	50% cost of staff
Large Family Day-care	\$670.00
Lot Line Adjustment Review	\$1,195.00
Mobil Home Park Conversion	\$10,000 (deposit)
OCFA (building fire plan check)	\$200.00
OCFA Admin (fire plan check)	25% staff time
Planning plan check - with entitlement over-the-counter	\$30.00
Planning plan check-SFR - <500 sq feet	\$50.00
Planning plan check -SFR - >500 sq feet	\$60.00

DESCRIPTION	FEE
Planning plan check - Administrative entitlement	\$75.00
Planning plan check - Major PC/CC entitlement	\$420.00
Preliminary Plan Review	\$1,160.00
Preliminary Plan Review-Subsequent	\$530 + outside cost
Sign face change	\$25.00
Sign program	\$555.00
Sign Review w-sign program	\$155.00
Sign without sign program	\$150.00
Sign-temporary (banners)	\$75.00
Site Plan-minor	\$465.00
Site Plan- temporary	\$145.00
Site Plan- admin major	\$1,525.00
Site Plan- Planning Commission	\$2,250.00
Site Plan-Planning Commission with other hearing	\$2,250.00
Tentative Parcel Map	\$2,720.00
Tentative Parcel Map with other hearing	\$1,700.00
Tentative Tract Map	\$3,505 + \$37 per lot/unit over 10 lots
Tentative Tract Map with other hearing	\$2335 + \$37 per lot/unit over 10 lots
Zone change	\$3,475.00
Zoning interpretation	\$905.00
Zoning Text Review	\$4,000.00

## BUILDING DIVISION

DESCRIPTION	FEE
Building plan check	\$40 or 100% of UAC plus
Business license application revocation/enforcement	\$19 per application – job license
Change of Occupancy review/inspection	\$210 per application
Condominium conversion inspection	\$75 per application & \$66 per unit inspected
Construction inspection	\$40 or 100% of UAC plus \$45 issuance fee per permit (includes direct NPDES & share of program admin cost)
School district fees for Garden Grove Unified School District	\$2.97 per square foot for new construction, remodels and additions that increase assessable space by more than 500 square feet \$0.47 per square foot for all commercial/industrial development. Any increase in usable square footage is assessed for commercial/industrial buildings.

DESCRIPTION	FEE
School district fees for Huntington Beach Union High School District	\$2.97 per square foot for residential construction \$0.47 per square foot for commercial/industrial construction
Special building inspections	\$15 administrative charge plus \$91 per hour at overtime rate (2 hr min)
Special inspector registration	\$40 per inspector
Temporary Certificate of Occupancy	\$410 per application w/completion bond
Midway City Sanitary District	

## ENGINEERING DIVISION

DESCRIPTION	FEE
Encroachment Permit Fees	
Administrative Fee	\$25
Sidewalks	\$0.55 per sq. ft.
Driveway Approaches	\$0.55 per sq. ft.
Curb and Gutter	\$1.10 per linear ft.
Cross Gutter	\$0.55 per sq. ft.
Water Line	\$1.70 per linear ft.
Storm Drains	\$1.10 per linear ft.
Trenching	\$0.55 per sq. ft.
Pavement	\$0.55 per sq. ft.
Block Wall Inspection	
First 300 ft.	\$400
Each additional 300 ft.	\$270
Trash Enclosure Inspection	\$275
Plan Check and Inspection	
Lot Size < 30,000	\$0.105 per sq. ft.
Lot Size 30,001-217,800	\$0.210 per sq. ft.
Lot Size 217,801-435,600	\$0.140 per sq. ft.
Lot Size > 435,600	\$0.070 per sq. ft.
Street Improvement Plan Check Fees	45 % of grading permit fee
Drainage Fees	
Drainage District 1	\$1,001.00 per gross acre
Drainage District 2	\$868.00 per gross acre
Drainage District 4	\$883.00 per gross acre
Drainage District 5	\$816.00 per gross acre
Drainage District 7	\$749.00 per gross acre
Drainage District 9	\$870.00 per gross acre

DESCRIPTION	FEE
Water Reimbursement Fees	
All Streets	\$25.00 per frontage ft.
Beach Blvd.	\$30.00 per frontage ft.
Traffic Impact Fees	
Low Density Residential	\$880.00 per dwelling unit
Medium Density Residential	\$580.00 per dwelling unit
High Density Residential	\$540.00 per dwelling unit
Commercial General	\$2,780.00 per 1,000 sq. ft.
Commercial Special: Office	\$1,850.00 per 1,000 sq. ft.
Commercial Special: Storage	\$370.00 per 1,000 sq. ft.
Industrial	\$370.00 per 1,000 sq. ft.
Subdivision Fees	
Final Parcel Map Check	\$3,745.00 per map
Final Tract Map Check	\$3,750.00 per map
(over 4 parcels)	\$35.00 per parcel
Lot Line Adjustment	\$1,195.00
(plus recording fees)	
"Hold As One" Agreement Review	\$680.00
Compliance Review/Certificate of Compliance	\$1,610.00
Street Vacation/ROW Easement Review	\$3,758.00
Park-In-Lieu Fees	Determined by formula. See park-in-lieu fee handout
Backflow Device Plan Check / Inspection	\$75.00 per device
On-site Repair Construction Inspection	\$50.00 minimum
(cross gutter)	\$0.19 per sq. ft.
(curb & gutter)	\$0.19 per linear ft.
(pavement)	\$0.04 per sq. ft.
(sidewalk)	\$0.06 per sq. ft.
Site Remediation Service	\$695.00 per site
Street Vacation/ROW Easement Review	\$3,758.00
Plan Revision Checking	\$97.00 per hour
Well Capping Permit	\$460.00 per permit
Monitor Well Annual Inspection	\$540.00 per permit
(Cash bond)	\$1,000
Water Flow Test	\$130.00 per test
Meter Installation Service	
1" meter	\$2,485.00
2" meter	\$3,365.00
3" meter	\$5,540.00

DESCRIPTION	FEE
4" meter	\$6,335.00
6" meter	\$8,655.00
Meter testing service	
Fast running	--
All other	\$145.00
Hydrant Meter Rental Service	
(per account)	\$85.00
(Deposit)	\$1,000.00
(If hydrant needs to be moved)	\$30.00 per move
(Construction Water)	\$10.00 per residential unit
Fire Service Installation	
4" meter	\$4,630.00
6" meter	\$4,870.00
8" meter	\$5,360.00
Water Turn On/Off Service	
(Each re-opened account)	\$25.00
(Same day service)	\$10.00 additional
(Lock-off for non-payment)	\$75.00
(Each delinquent notice sent)	\$10.00 per notice
(Tagging)	\$10.00
New Water Account Setup	
(with turn-on)	\$30.00
(without turn-on)	\$10.00
(Same day service)	\$10.00 additional
Encroachment Review/Inspection	\$25
Sidewalks, Driveways, Cross Gutter, Trenching, and Pavement	\$0.55 per sq. ft.
Utility Inspection	\$25 per permit plus \$135 if less than 100 ft. Annual fee: \$165
Public Works	
Large Tree Planting	No Fee, provide materials for larger trees.
Vacant Lot Clearing Services	Contractor's bill to City + 25% overhead

ORANGE COUNTY FIRE AUTHORITY – PLANNING AND DEVELOPMENT SERVICES SECTION  
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Fee Code	Fee Description	Fee	Turn Around Days
<b>PLANNING &amp; SITE DEVELOPMENT</b>			
PR100	California Environmental Quality Act (CEQA), Environmental Impact Report (EIR), Notice of Preparation (NOP), and Advance Planning requests for information or documentation on CEQA projects.	\$ 219.00	n/a
PR105	Conditional use, site development, and coastal development permit	\$ 345.00	10
PR110	Map review (A map) tentative tract map/screen check	\$ 303.00	10
PR115	Final map review (B Map) and/or clearance letter for print of linen	\$ 345.00	10
PR120	Conceptual fuel modification (inspection not included)	\$ 950.00	10
PR124	Precise fuel modification (includes vegetation clearance inspection for lumber drop, final, and HOA turnover inspections)	\$1,096.00	10
PR124i	Precise fuel modification INSP ONLY	\$ 449.00	n/a
PR127i	Fuel Modification Maintenance Inspection - Customer requested or complaint initiated for Tract Development Only when a third inspection is required due to non-compliance (no charge for the first 2 inspections).	\$ 1,002.00	n/a
PR130	Request for conditional or total exclusion from Special Fire Protection Areas (SFPA) or Very High Fire Hazard Severity Zone (VHFHSZ)	\$ 533.00	10
PR140	Infrastructure plan – multiple tracts – review of street standards, road lengths, and vehicle entry points, cul-de-sac design, etc. for multi-tract developments (requires subsequent submittal of PR145 for each individual final Fire Master Plan tract)	\$ 720.00	10
PR145	Fire master plan – Improvement plans for any or all of the following: emergency access and fire hydrant location, fire lane markings, or vehicle gates across emergency access drives	\$ 898.00	10
PR145i	Fire master plan – Improvement plans for any or all of the following: emergency access and fire hydrant location, fire lane markings, or vehicle gates across emergency access drives INSP ONLY	\$ 365.00	n/a
PR150	Fire master plan – public school: emergency access roads, hydrant location, fire lane markings, or vehicle gates across emergency access without inspection.	Exempt	10
PR155	Temporary fire master plan - proposed emergency access and fire hydrant location, fire lane markings, or vehicle gates across emergency access drive that is <u>not</u> a part of approved fire master plan to allow construction to begin or continue.	\$ 950.00	10
PR155i	Temporary fire master plan - proposed emergency access and fire hydrant location, fire lane markings, or vehicle gates across emergency access drive that is <u>not</u> a part of approved fire master plan to allow construction to begin or continue. INSP ONLY	\$ 365.00	n/a
PR160	Residential site review for single family dwelling consisting of one or two units	\$ 564.00	10
PR160i	Residential site review for single family dwelling INSP ONLY	\$ 230.00	n/a
PR170	Methane work plan	\$ 303.00	10
PR172	Methane findings & recommendations	\$ 303.00	10
PR174	Methane mitigation plan	\$ 345.00	10
PR176	Methane final letter	\$ 240.00	5
PR180	Vehicle or pedestrian gates across emergency access roads	\$ 428.00	5/OTC
PR180i	Vehicle or pedestrian gates across emergency access roads INSP ONLY	\$ 209.00	n/a
PR182	Unenclosed accessory structure/outdoor fire place/fire pit in special fire areas. Inspection not required	Exempt	10

ORANGE COUNTY FIRE AUTHORITY – PLANNING AND DEVELOPMENT SERVICES SECTION  
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PR184	Speed hump review and drive test	\$ 553.00	30
PR186	Operations pre-planning automation. Fee waived if criteria on handout are satisfied	\$ 470.00	n/a
PR190	Single address & street name changes and approving street names	\$ 282.00	n/a
PR192	Addressing - large community developments w/multiple developers and single housing tracts	\$1,128.00	n/a
PR194	Addressing - large commercial developments & multiple street name changes	\$564.00	n/a
<b>ARCHITECTURAL</b>			
PR200	All A: > 10,000 square feet aggregate	\$1,911.00	10
PR200i	All A: > 10,000 square feet aggregate INSP ONLY	\$ 835.00	n/a
PR204	All A: ≤ 10,000 square feet aggregate area)	\$1,504.00	10
PR204i	All A: ≤ 10,000 square feet aggregate area) INSP ONLY	\$ 762.00	n/a
PR208	2007 CBC, All A ≤ 1500 square feet	\$ 992.00	10/OTC
PR208i	All A ≤ 1500 sq. ft. INSP ONLY	\$ 627.00	n/a
PR212	Educational other than day care	\$1,149.00	10
PR212i	Educational other than day care INSP ONLY	\$ 313.00	n/a
PR216	Day Care E or I-4: Portable or re-locatable < 1000 sq. ft. aggregate.	\$ 386.00	10
PR216i	Day Care E or I-4: Portable or re-locatable < 1000 sq. ft. INSP ONLY	\$ 198.00	n/a
PR220	(See PR212 for any combination of E occupancies sharing common egress), E Day Care or I-4	\$ 961.00	10
PR220i	E Day Care or I-4 INSP ONLY	\$ 345.00	n/a
PR224	F: ≤10,000 sq. ft. (also used for B,M,S occupancies when required by Permit Screening Form or Building Official)	\$ 720.00	10
PR224i	F ≤ 10,000 sq. ft. INSP ONLY	\$ 313.00	n/a
PR228	F: >10,000 sq. ft. (also used for B,M,S occupancies when required by Permit Screening Form or Building Official)	\$ 888.00	10
PR228i	F: >10,000 sq. ft. - INSP ONLY	\$ 376.00	n/a
PR232	H1, H2, H3, H4 or L - Chemical classification fee (PR320-PR328) also required	\$2,496.00	10
PR232i	H1, H2, H3, H4, or L - Chemical classification fee (PR320-PR328) INSP ONLY	\$ 668.00	n/a
PR236	Motor Vehicle Repair Garages - Chem class fee included for above ground hazardous materials	\$1,525.00	10
PR236i	S1 - Motor Vehicle Repair Garages INSP ONLY	\$ 888.00	n/a
PR240	S1 - Aircraft Repair Hanger - Chem class fee (PR320-PR328) also required	\$1,514.00	10
PR240i	S1 - Aircraft Repair Hanger INSP ONLY	\$ 512.00	n/a
PR244	H5 Chem class fee (PR320-PR328), also required.	\$ 148.00	10
PR244i	H5 INSP ONLY	\$ 148.00	n/a
PR248	I-1, I-2, I-2.1 occupancies - Hourly plan review applies. Use with PR248i.	\$ 148.00	10
PR248i	I-1, I-2, I-2.1 occupancies INSP ONLY	\$ 148.00	n/a
PR256	I3: Structures with restrained occupants, 3 cells or less	\$ 501.00	10
PR256i	I3: Structures with restrained occupants, 3 cells or less - INSP ONLY	\$ 240.00	n/a
PR260	I3: Structures with restrained occupants, more than 3 cells	\$2,496.00	10
PR260i	I3: Structures with restrained occupants, more than 3 cells INSP ONLY	\$ 679.00	n/a
PR264	R1 or R2 : Hotels, motels, apartments, condominiums with ≤ 20 dwelling units per building	\$ 908.00	10
PR264i	R1 or R2: Hotels, motels, apartments, condominiums with ≤ 20 dwelling units per building INSP ONLY	\$ 251.00	n/a

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PR268	R1 or R2: Hotels, motels, apartments, condominiums with 21 to 50 dwelling units per building.	\$1,483.00	10
PR268i	R1 or R2): Hotels, motels, apartments, condominiums with 21 to 50 dwelling units per building INSP ONLY	\$ 407.00	n/a
PR272	R1 or R2: Hotels, motels, apartments, condominiums with > 50 dwelling units per building.	\$2,329.00	10
PR272i	R1 or R2: Hotels, motels, apartments, condominiums with > 50 dwelling units per building. INSP ONLY	\$ 846.00	n/a
PR276	R4: licensed residential care/ assisted living facilities and similar uses serving 7-19 clients. <i>Facilities serving 6 or less clients, submit only to S&amp;ES.</i>	\$3,174.00	10
PR276i	R4: licensed residential care/ assisted living facilities and similar uses serving 7-19 clients. INSP ONLY	\$ 386.00	n/a
PR280	R4: licensed residential care/ assisted living facilities and similar uses serving ≥ 20 clients.	\$2,694.00	10
PR280i	R4: licensed residential care/ assisted living facilities and similar uses serving ≥ 20 clients. INSP ONLY	\$ 606.00	n/a
PR285	Hi-Rise: Structures that are 55 ft or higher measured from lowest point of fire department access	\$5,774.00	10
PR285i	High-rise: Structures that are 55' or higher in height INSP ONLY	\$1,326.00	n/a
<b>SPECIAL EQUIPMENT &amp; SYSTEMS</b>			
PR300	Above-ground storage tank, including equipment ( <i>see PR625 for temporary above-ground storage tanks</i> )	\$1,065.00	10
PR300i	Above-ground storage tank, including equipment -INSP ONLY	\$ 689.00	n/a
PR305	Underground storage tank: New installation ( <i>Single fee for all tanks at a single location</i> )	\$1,117.00	10
PR305i	Underground storage tank: New Installation INSP ONLY	\$ 595.00	n/a
PR310	Underground storage tank: Repair, alteration, abandonment (*To cancel inspection see below)	\$ 574.00	10
PR313	Vapor Expansion Tank Retrofit (UST/AST)	\$ 355.00	10
PR313i	Vapor Expansion Tank Retrofit (UST/AST) INSP ONLY	\$ 167.00	n/a
PR315	Hazardous Material Process/Storage for Non - H Occupancies. Use with PR320-PR328. Also for outdoor LPG exchange stations; separate chemical classification review not required.	\$1,337.00	10
PR315i	Hazardous Material Process/Storage for Non - H Occupancies INSP ONLY	\$ 762.00	n/a
PR320	Chemical Classification Review. Category I: 1-15 chemicals	\$ 459.00	10
PR322	Chemical Classification Review. Category II: 16-50 chemicals	\$ 919.00	10
PR324	Chemical Classification Review. Category III: 51-100 chemicals	\$1,337.00	10
PR326	Chemical Classification Review. Category IV: > 100 chemicals	\$1,765.00	10
PR328	Chemical Classification Review. Unusual chemicals/quantities as determined by the Hazardous Material Section	\$ 148.00	10
PR330	High-piled storage: code/commodity compliance	\$1,650.00	10
PR330i	High-piled storage INSP ONLY	\$ 752.00	n/a
PR335	Commercial cooking hood and duct system (per system)	\$ 365.00	5/OTC
PR335i	Commercial cooking hood and duct system (per system) INSP ONLY	\$ 219.00	n/a
PR340	Refrigeration unit and system: having a refrigerant circuit containing more than 220 pounds of Group A1 or 30 pounds of any other refrigerant	\$2,005.00	10
PR340i	Refrigeration unit and system INSP ONLY	\$ 929.00	n/a
PR345	Spray booth, spraying area: mechanically ventilated appliance provided to enclose or accommodate a spraying operation (Spraying room see H2)	\$1,190.00	10

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PR345i	Spray booth, spraying area INSP ONLY	\$ 595.00	n/a
PR350	Gas systems: medical gas, industrial gas ( <i>including piping and manifolds</i> )	\$1,274.00	10
PR350i	Gas systems: medical gas, industrial gas INSP ONLY	\$ 668.00	n/a
PR355	Dry Cleaning ( <i>Includes cleaning solution</i> )	\$ 647.00	10
PR360	Special equipment: industrial ovens, vapor recovery, dust collection	\$1,493.00	10
PR360i	Special equipment: industrial ovens, vapor recovery, dust collection INSP ONLY	\$ 679.00	n/a
PR363	Large Solar System (Only when requested by building department)	Exempt	10
PR363i	Large Solar System (Only when requested by building department) INSP ONLY	Exempt	n/a
PR365	Special extinguishing system: dry chemical, CO2, FM 200, foam liquid systems, inert gas (Halon, Inergen, etc.)	\$ 647.00	10
PR365i	Special extinguishing system INSP ONLY	\$ 282.00	n/a
PR370	Battery Systems, stationary storage and cell sites ( <i>chemical quantities <u>doesn't</u> require application of CFC Art 64 nor 2007 IFC Section 608</i> ).	\$ 553.00	10
PR375	Battery Systems, stationary storage and cell sites ( <i>chemical quantities require application of CFC Art 64 or 2007 IFC Section 608</i> )	\$ 961.00	10
PR375i	Battery systems INSP ONLY	\$ 512.00	n/a
PR380	Smoke control systems; review of rational analysis	\$1,608.00	10
PR382	Smoke control systems: design/testing – incl. 1 submittal meeting w/customer	\$4,083.00	10
PR382i	Smoke control systems: design/testing INSP ONLY	\$1,138.00	n/a
<b>FIRE SPRINKLER &amp; UNDERGROUND SYSTEMS</b>			
PR400	NFPA 13D fire sprinkler system: One or two family dwelling - custom home (single lot) - or - TI to single tract or custom home	Exempt	10
PR405	NFPA 13D fire sprinkler system: One or two family dwelling - within new tract developments	Exempt	10
PR405i	NFPA 13D fire sprinkler system: One or two family dwelling INSP ONLY	Exempt	n/a
PR410	NFPA 13R fire sprinkler system: Multi-family dwellings 3 to 16 units per building	\$ 825.00	10
PR410i	NFPA 13R fire sprinkler system 3 to 16 units INSP ONLY	\$ 439.00	n/a
PR415	NFPA 13R fire sprinkler system >16 units	\$ 971.00	10
PR415i	NFPA 13R fire sprinkler system >16 units INSP ONLY	\$ 512.00	n/a
PR420	New NFPA 13 fire sprinkler system: ≤ 100 heads per system	\$ 700.00	10
PR420i	New NFPA 13 fire sprinkler system: ≤ 100 heads per system INSP ONLY	\$ 324.00	n/a
PR425	New NFPA 13 fire sprinkler system: >100 heads per system	\$ 877.00	10
PR425i	New NFPA 13 fire sprinkler system: each additional identical system OR per floor in buildings >3 stories. INSP ONLY	\$ 386.00	n/a
PR430	TI to NFPA 13, 13R fire sprinkler system: ≤ 25 heads without calculations	\$ 334.00	5/OTC
PR430i	TI to NFPA 13, 13R fire sprinkler system: ≤ 25 heads without calculations INSP ONLY	\$ 219.00	n/a
PR435	TI to NFPA 13, 13R fire sprinkler system: 26 - 99 heads without calculations	\$ 459.00	10
PR435i	TI to NFPA 13, 13R fire sprinkler system: 26 - 99 heads without calculations INSP ONLY	\$ 303.00	n/a
PR440	TI to NFPA 13, 13R fire sprinkler system: ≥ 100 heads OR other TIs requiring calculation review	\$ 668.00	10
PR440i	TI to NFPA 13, 13R fire sprinkler system: ≥ 100 heads OR other TIs requiring calculation review INSP ONLY	\$ 324.00	n/a
PR445	Pre-action fire sprinkler system: Includes the fire alarm system when submitted together	\$ 710.00	10
PR445i	Pre-action fire sprinkler system: INSP ONLY	\$ 261.00	n/a
PR450	New or TI to NFPA 13 in-rack fire sprinkler systems	\$ 825.00	10
PR450i	New or TI to NFPA 13 in-rack fire sprinkler fire sprinkler systems INSP ONLY	\$ 261.00	n/a

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PR455	NFPA 13 small hose stations	\$ 355.00	10
PR455i	NFPA 13 small hose stations INSP ONLY	\$ 219.00	n/a
PR460	NFPA 14 Class I, II or III standpipes (includes all standpipes within a single building)	\$ 783.00	10
PR460i	NFPA 14 standpipes INSP ONLY	\$ 449.00	n/a
PR465	Fire pump installation	\$1,044.00	10
PR465i	Fire pump installation INSP ONLY	\$ 470.00	n/a
PR470	Underground fire protection system: single hydrant OR single riser connection	\$ 741.00	10
PR470i	Underground fire protection system: single hydrant or riser. INSP ONLY	\$ 407.00	n/a
PR475	Underground fire protection: ≤ 4 additional connections for hydrants or risers - use with PR470	\$ 470.00	10
PR475i	Underground fire protection system: use with PR475 INSP ONLY	\$ 345.00	n/a
PR480	Underground repair	\$ 439.00	5/OTC
PR480i	Underground repair INSP ONLY	\$ 324.00	n/a
<b>FIRE ALARM SYSTEMS</b>			
PR500	Fire sprinkler monitoring system (Unlimited water flow & tamper switches), & Fire alarm system with ≤ 10 devices.	\$ 355.00	5/OTC
PR500i	Fire sprinkler monitoring system INSP ONLY	\$ 219.00	n/a
PR510	Fire alarm system: 11-20 initiating devices and/or ≤ 40 notification devices	\$ 720.00	10
PR510i	Fire alarm system: 11-20 initiating devices and/or ≤ 40 notification devices INSP ONLY	\$ 449.00	n/a
PR520	Fire alarm system: >20 initiating and/or >40 notification devices	\$1,274.00	10
PR520i	Fire alarm system: >20 initiating and/or >40 notification devices INSP ONLY	\$ 627.00	n/a
<b>FIELD PLAN REVIEW &amp; INSPECTIONS *not available in all cities - see list below</b>			
PR600	Field Plan Review / Inspection. Battery Systems, stationary storage and cell sites (chemical quantities <i>doesn't</i> require application of CFC Art 64 or 2007 IFC Section 608).	\$ 386.00	n/a
PR610	Field review/inspection – Underground repair	\$ 345.00	n/a
PR615	Field Plan Review / Inspection Private CNG refueling appliance within a single family residence. (no permit required)	\$ 209.00	n/a
PR620	Field review / Inspection. Fire sprinkler monitoring system - Not more than 2 water flows, 3 tampers, 1 manual pull, 1 smoke, 1 FACP, and 1 annunciator	\$ 261.00	n/a
PR625	Field Review/ Inspection -Temporary above-ground storage tanks, including equipment	\$ 689.00	n/a
PR630	Field review/inspection TI to NFPA 13, 13R sprinkler systems: ≤ 25 heads without calculations	\$ 261.00	n/a
PR635	Field review/inspection TI to NFPA 13, 13R sprinkler systems: 26-99 heads without calculations	\$ 345.00	n/a
<b>ADMINISTRATIVE ACTIVITIES</b>			
PR900	Coordination/Pre-submittal Meetings: (Initial 2 hours) Additional fees may be charged for additional OCFA attendees; see PR928 OR PR940i for hourly fee after initial 2 hrs.	\$ 439.00	n/a
PR905	Written response to inquiry	\$ 449.00	10
PR910	Alternate Method and Material Request	\$1,284.00	10
PR920	Plan resubmittal: fee charged on 3rd and each subsequent submittal	\$ 148.00	10
PR922	Plan revision	\$ 148.00	10
PR924	Re-stamp of plans with wet stamp when submitted with approved plans	\$ 148.00	5
PR926	Accelerated plan review (fee is in addition to base fee assessed for plan review)	\$ 148.00	n/a
PR928	Plan Review time and materials fee: Charged for miscellaneous applications such as	\$ 148.00	n/a

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	unusual time intensive projects, research, travel time, etc. See PR900 for meetings		
PR940i	Inspection time and materials fee: Charged for miscellaneous applications such as Time Intensive projects, research, travel time, etc.	\$ 148.00	n/a
PR942i	Re-inspection fee: Charged when project is not completed or cannot be approved during regular inspection	\$ 230.00	n/a
PR944i	Special inspection request: after-hours, weekend, or overtime inspections	\$ 148.00	n/a

\* Field Plan Review available in the following cities: DPT, LGW, LAF, LAP, PLA, RSM, STN, VPK & UNINCORPORATED AREAS

PR 620, 630 & 635 available in IRV & SCL

PR 615 available in all cities

PR 310 includes inspection and plan review. Inspection time may be refunded at \$269.00 if requested

All hourly rates at 1 hour minimum with 1 hour increments thereafter

OTC = Plan may qualify for Over The Counter Review



## PLAN REVIEW SUBMITTAL CRITERIA

Complete the following questions as they relate to the project you are proposing.

PROJECT ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

YES NO

### ONE AND TWO FAMILY RESIDENTIAL PROJECTS (R3 occupancies)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

1. Does the total square footage (existing and new), including garage, exceed 3,600 square feet? Submit residential site plan.
2. Is the house or new structure located in excess of 50 feet from the street? Submit residential site plan.
3. Is the house within a Special Fire Protection Area or Very High Fire Hazard Severity Zone? Submit residential site plan and fire sprinkler plan.
4. Is your lot adjacent to non-irrigated native vegetation or a slope?
5. Are you installing a gate that restricts access to a house where the house is located in excess of 50 feet from the street? Submit residential gate plan. (An approved residential site plan may be required prior to approving the gate.)
6. **Yorba Linda ONLY:** Is this a new residence or an addition greater than 1000 square feet and is the residence located within the Division of Oil, Gas and Geothermal Resources administrated boundary? Submit methane investigation plan.

### COMMERCIAL PROJECTS

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

7. Does this project include changes to the site, location of fire hydrants, or parking striping? Submit fire master plan.
8. Does this project include construction of a new structure or increase the footprint of an existing building? Submit fire master plan.
9. Is the project within a Special Fire Protection Area or Very High Fire Hazard Severity Zone? Submit fire master plan and fire sprinkler plan.
10. Will the new building, addition, or tenant improvement contain one of the following occupancies: Assembly, Educational, Factory, Hazardous materials, Institutional, or Multi-family Residential (3 or more units)? Submit architectural plans.
11. Will the new building, addition, or tenant improvement contain storage or merchandizing areas that are greater than 500 sq. ft. and/or storage greater than 12 feet high? Submit high-piled storage plans.
12. Does the project involve the installation of industrial piping? Submit floor plan, Chemical Classification Package and piping plans.
13. Does the project involve the installation or modification of an industrial refrigeration system? Submit OCFA Refrigerant Disclosure form.
14. Does the project involve the installation or modification of a commercial hood system? Submit Hood and Duct System plans.
15. Does this plan involve the construction of a high-rise building (height of building is equal to or more than 55 feet from the lowest point of fire access to highest occupied floor)? Submit architectural plans.
16. Did you answer "yes" to any of the questions contained on page 2 of the Orange County Fire Authority Permit Screening Form (PSF)? Submit plans for the specific operation you have indicated "yes" to. *Note: The PSF is available through all building departments and the OCFA.*
17. Does this plan involve the installation of gates that restrict access to any structures? Submit a gate plan.

#### NOTE:

- An existing building under going a tenant improvement that contains a fire sprinkler, fire alarm and/or special fire extinguishing system must have the fire system evaluated by a licensed contractor to determine if the system must be modified. If the system is found to require modification, the licensed contractor shall submit plans for approval prior to any change taking place.
- If you answered "YES" to any of the questions, you must submit your project through the building department or directly to the OCFA for review (see the Plan Routing Form). Submit *this* completed form with your plan.
- If you have answered "NO" to **all** the questions, the Building Department may accept this checklist as the written release.
- If you have answered "NO" to **all** the questions and the Building Department requires that your plan be stamped by OCFA, the plans must be submitted with a copy of the correction letter from the Building Department and the appropriate fees.

I certify under penalty of perjury under the laws of the State of California that the above is true.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Print name: \_\_\_\_\_